

Message

From: Kasman, Mark [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=419892C6FDC74087B775ABB683821344-MKASMAN]
Sent: 5/4/2017 12:51:04 PM
To: Chmielewski, Kevin [chmielewski.kevin@epa.gov]; Hupp, Millan [hupp.millan@epa.gov]
CC: Doroski, Brenda [Doroski.Brenda@epa.gov]
Subject: Rome Hotel Details

Kevin/Millan:

Please send me credit card details today for:

Administrator Pruitt
Ryan Jackson
Samantha Dravis
J.P. Friere
Lincoln Ferguson
Sarah Greenblatt
Kevin Chmielewski
Millan Hupp

Ex. 7(c) has organized the security credit cards and I have the OITA ones to send to the Embassy. If you prefer to have Millan's card guarantee the Administrator's room, that would be fine. Do you want the buffer rooms put on the Administrator's fund cite, or do you prefer to guarantee them on one of your cards? I imagine we will need to put that on the fund cite to absorb the cancellation fee. Even if the Administrator decides to stay at a different hotel, we will need a credit card to pay the cancellation fee that he will incur for the change.

Thanks, Mark

29th May – June 10
(Actual arrival is early on the 30th / Departure on June 10)

Kevin Chmielewski, Director for Scheduling and Advance
Millan Hupp, Administrator's Advance
Mark Kasman, Director, Office of Regional and Bilateral Affairs
New person, Administrator's Advance
New person, Administrator's Advance

Ex. 7(e)

4th June- 12 Rooms – 6 nights
(Actual arrival is early on the 5th/Departure on June 10)

Administrator and Mrs. Pruitt
Ryan Jackson, Chief-of-Staff
Samantha Dravis, Associate Administrator for Policy
John Peter (J.P.) Freire, Associate Administrator for Public Affairs
Jane Nishida, Acting Assistant Administrator for International and Tribal Affairs
Lincoln Ferguson, Press Secretary
Sarah Greenwalt, Senior Advisor to the Administrator for Water and Cross Cutting Initiatives

Ex. 7(e)

Buffer Room

Buffer Room

Total of 18 rooms

Cancellation policy is as follows:

- 1) In case of room/nights reduction, the hotel will allow a 10% of the total without any penalty . The rest will be charged in full
- 2) In case of complete cancellation of the trip the hotel will apply 50% penalty on each room/night

Mark S. Kasman

Director

Office of Regional and Bilateral Affairs

Office of International and Tribal Affairs

U.S. Environmental Protection Agency

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